



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON, GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR (715)

17 Feb 00

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 00-18

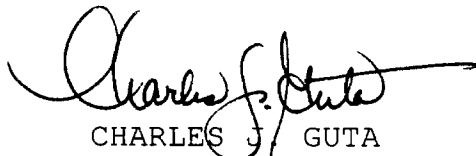
1. CIL 00-01 dated 5 Oct 99 provided instructions for going paperless and the review process in the paperless environment. There seems to be some confusion on following the guidance in the CIL. The CIL provided a uniform means and a method for all FORSCOM installations to meet the Department of Defense goal of going paperless and therefore is the official policy.
2. Currently, the CIL requires the use of CD ROMs for transmission of documents for review. It also refers to the FORSCOM Supplement to the FAR for the number of copies of the CDs that are to be forwarded. Funds were provided to purchase a variety of paperless support, such as training, equipment, maintenance and of course there was sufficient funds to purchase the necessary hardware to prepare the CDs.
3. In the very near future we will begin to use a PARC "common" email address for transmission of the required documents. This will speed up the process even further. The question of security of "Procurement Sensitive" documents has been a concern. We have determined that the documents sent through the email to a PARC "common" email address will be as secure as sending through the postal system and post distribution systems. One of the problems that some of you will have is bandwidth exit limitations. We are soliciting assistance from the FORSCOM DCS4 in this area. It may help for you to discuss bandwidth with your DOIM. Be sure that your DOIM understands the DoD paperless requirements and the FORSCOM review requirements.
4. Instructions for using the Army Single Face to Industry web sites to post solicitation will be sent out in the very near future. There has been some testing, by FORSCOM installations that are on the cutting edge of technology, on posting documents to the Interagency Business Opportunities Page at the Fort Monmouth web site. Testing involved posting the

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solicitation to the site and posting source selection documents and plans behind a firewall at the same site. Questions must be answered before we do more than posting of the requirement to the site in response to Dr. Oscar's directions for posting all requirements to ASFI web sites not later than 1 May 2000. We will not rush into these changes in how we do business without thinking them through. Therefore, it is imperative that we follow the directions contained in the CIL.

5. Questions should be directed to Steve Hunnicutt (hunnicus@forscom.army.mil) at COMM (404) 464-5691, DSN 367-5691, MAJ Scott A. Campbell, (campbells@forscom.army.mil), at COMM (404) 464-7463 or DSN 367-7463 or Ms Irene Hamm, (hammi@forscom.army.mil), at COMM (404) 464-5632, DSN 367-5632.

A handwritten signature in black ink, appearing to read "Charles J. Guta", with a long horizontal flourish extending to the right.

CHARLES J. GUTA
Colonel, AC

Chief, Contracting Division, DCSLOG
Principal Assistant Responsible
for Contracting